

UTILITIES SERVICE BOARD MEETING

December 15, 2003

UTILITIES SERVICE BOARD MEETINGS ARE RECORDED ELECTRONICALLY OR STENOGRAPHICALLY AND ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE OFFICE OF THE DIRECTOR OF UTILITIES.

Board President Swafford called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held in Conference Room 100B at the Indiana University Research Park at 501 North Morton in Bloomington, Indiana.

Board members present: Tom Swafford, Jeff Ehman, Patrick Murphy, Dick Eherenman, Jeff White, and ex-officio members Mayer and Micuda. Staff members present: Mike Phillips, Mike Bengtson, John Langley, Margaret Dalle-Ave, Tom Staley, and Steve Drake. Also present: T. J. Short and Joe Teusch representing Greeley & Hansen, and Joe Tierney representing GRW Engineers. (A sign-up sheet of those in attendance is attached to the minutes.)

ROLL CALL:

5 members present.

MINUTES:

EHRENMAN MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE MINUTES OF THE DECEMBER 1, 2003, UTILITIES SERVICE BOARD MEETING AS PRESENTED. MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (HENKE AND VAUGHT).

CLAIMS:

EHRENMAN MOVED AND MURPHY SECONDED THE MOTION TO APPROVE THE CLAIMS AS FOLLOWS:

CLAIMS 0391953 THROUGH 0392010 INCLUDING \$309,108.09 FROM THE WATER OPERATIONS & MAINTENANCE FUND AND \$645,957.38 FROM THE WATER SINKING FUND FOR A TOTAL OF \$955,065.47 FROM THE WATER UTILITY; CLAIMS 0331235 THROUGH 0331264 INCLUDING \$253,713.56 FROM THE WASTEWATER OPERATIONS & MAINTENANCE FUND AND \$1,654,595.00 FROM THE WASTEWATER SINKING FUND FOR A TOTAL OF \$1,908,308.56 FROM THE WASTEWATER UTILITY; AND CLAIMS 0370092 THROUGH 0370094 INCLUDING \$56,865.04 FROM THE WASTEWATER/STORMWATER FUND FOR A TOTAL OF \$56,865.04 FROM THE WASTEWATER/STORMWATER UTILITY. TOTAL CLAIMS APPROVED – \$2,920,239.07. MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (HENKE AND VAUGHT).

RESOLUTION TO REQUIRE SEWER CONNECTION DUE TO FAILING SEPTIC SYSTEM:

Board members were presented with a revised RESOLUTION dealing with connection to the available sewer main located within 300 feet of the property at 603 S. Adams Street. (A copy of the revised resolution is attached to the minutes.) The resolution was originally considered at the December 1, 2003, Utilities Service Board meeting; however, Board members requested that changes be made and postponed action on the Resolution until this meeting. Assistant City Attorney Renfrow made the changes that the Board members requested and presented this item for this meeting.

MURPHY MOVED AND WHITE SECONDED THE MOTION TO APPROVE THE REVISED RESOLUTION TO REQUIRE SEWER CONNECTION DUE TO FAILING SEPTIC SYSTEM FOR PROPERTY AT 603 S. ADAMS STREET AS REQUESTED AT THE DECEMBER 1, 2003, MEETING. MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (HENKE AND VAUGHT).

ACCOUNTS RECEIVABLE WRITE-OFFS:

Managerial Accountant Saulter presented Board members with spreadsheets re. adjustments to allowance accounts and delinquent accounts receivables. (A copy of the information is attached to the minutes.) Mr. Saulter requested that the Utilities Service Board approve write-offs on delinquent accounts through 2002 in the amount of \$518,839.84. After these accounts have been written-off, they will be given to a Collection Agency for pursuit of payment.

EHRENMAN MOVED AND WHITE SECONDED THE MOTION TO APPROVE WRITE-OFFS ON DELINQUENT ACCOUNTS THROUGH 2002 IN THE AMOUNT OF \$518,839.84. MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (HENKE AND VAUGHT).

COLLECTION SERVICE CONTRACT:

Purchasing Agent Martindale informed Board members that Purchasing Department personnel have been investigating collection agencies and would like to recommend that the Utilities Department contract with IEI Financial Services to perform collection services for delinquent accounts written off through 2002.

EHRENMAN MOVED AND EHMAN SECONDED THE MOTION TO APPROVE EXECUTING A CONTRACT WITH IEI FINANCIAL SERVICES FOR COLLECTION OF DELINQUENT ACCOUNTS THROUGH 2002 IN THE AMOUNT OF \$518,839.84. MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (HENKE AND VAUGHT).

Board member Henke arrived at the meeting at this time.

At the request of Utilities Director Phillips, the following item was moved to this spot in the agenda.

SECTION 24 GROWTH POLICIES PLAN:

City of Bloomington Planning Director Micuda presented Board members with a copy of a revised Section 24 Growth Policies Plan for the Utilities Department Rules, Regulations, and Standards of Service. This revision had attached a map showing a proposed sanitary sewer boundary. (Copies of each document are attached to the minutes.)

After careful consideration, Board members felt that further review was necessary. Board President Swafford referred this matter to the Engineering Subcommittee. A meeting will be scheduled during the middle of January 2004. Interested parties will be informed of the date and time of the meeting so that they may attend if they wish.

At the request of Utilities Director Phillips, the following item was moved to this spot in the agenda.

AGREEMENT FOR SERVICES – ASSET RECOVERY TECHNOLOGIES:

HENKE MOVED AND WHITE SECONDED THE MOTION TO APPROVE THE AGREEMENT FOR SERVICES – ASSET RECOVERY TECHNOLOGIES. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTING SERVICES – GREELEY & HANSEN – MICRO MOTORS WET WEATHER MANAGEMENT PROGRAM:

T. J. Short, representing Greeley & Hansen, showed a PowerPoint presentation about this project. (A copy of the agenda is attached to the minutes.)

EHMAN MOVED AND WHITE SECONDED THE MOTION TO APPROVE AMENDMENT NO. 1 TO AGREEMENT FOR CONSULTING SERVICES – GREELEY & HANSEN – MICRO MOTORS WET WEATHER MANAGEMENT PROGRAM. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

AMENDMENT NO. 2 TO AGREEMENT FOR CONSULTING SERVICES – GREELEY & HANSEN – MICRO MOTORS PUMP STATION:

T. J. Short, representing Greeley & Hansen, showed a PowerPoint presentation about this project. (A copy of the agenda is attached to the minutes.)

EHRENMAN MOVED AND WHITE SECONDED THE MOTION TO APPROVE AMENDMENT NO. 2 TO AGREEMENT FOR CONSULTING SERVICES – GREELEY & HANSEN – MICRO MOTORS PUMP STATION. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

AGREEMENT FOR CONSULTING SERVICES – GRW – SEWER IMPROVEMENTS AND EVALUATIONS ASSOCIATED WITH WET WEATHER MANAGEMENT PROGRAM:

HENKE MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE AGREEMENT FOR CONSULTING SERVICES – GRW – SEWER IMPROVEMENTS AND EVALUATIONS ASSOCIATED WITH WET WEATHER MANAGEMENT PROGRAM. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

CONSTRUCTION CONTRACT – MONROE LOW SERVICE PUMPING STATION IMPROVEMENTS – W00-2424 – BOWEN ENGINEERING CORPORATION:

HENKE MOVED AND WHITE SECONDED THE MOTION TO APPROVE THE CONSTRUCTION CONTRACT – MONROE LOW SERVICE PUMPING STATION IMPROVEMENTS – W00-2424 – BOWEN ENGINEERING CORPORATION. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

RESOLUTION ACCEPTING THE BID FROM DANIS INDUSTRIAL CONTRACTORS FOR THE MONROE WATER TREATMENT PLANT IMPROVEMENTS PROJECT:

MURPHY MOVED AND EHMAN SECONDED THE MOTION TO APPROVE THE RESOLUTION ACCEPTING THE BID FROM DANIS INDUSTRIAL CONTRACTORS FOR THE MONROE WATER TREATMENT PLANT IMPROVEMENTS PROJECT. MOTION CARRIED. 6 AYES. 1 MEMBER ABSENT (VAUGHT).

OLD BUSINESS:

No old business was presented.

NEW BUSINESS:

No new business was presented.

SUBCOMMITTEE REPORTS:

Engineering Subcommittee –

Board President Swafford reported that the Engineering Subcommittee met to consider a request for additional funds for the engineering phase of the Regester project. Four Board members attended. After considerable discussion, all four members voted to recommend denial of the request.

STAFF REPORTS:

Mike Phillips –

Utilities Director Phillips reported that office relocation will be continuing for the Utilities Department. Administration and Engineering Departments will join the Customer Relations and Accounting Departments in temporary space in the Indiana University Research Park at 501 North Morton. Purchasing and T&D Departments will be occupying mobile offices at 1969 South Henderson. Mr. Phillips recommended that a task force be formed to consider whether or not to renovate the Service Center as it was before the fire, completely remodel the building, or consider other locations or alternatives. Mr. Phillips suggested that the group include representatives from the USB, Utility administrative staff, City administration, Union, and clerical staff.

Tom Swafford –

Board President Swafford announced that the meeting on December 29, 2003, would be a “claims only” meeting. Those members who will be able to attend on December 29th decided to schedule the meeting for 1:30 p.m. The meeting will be held in Conference Room 100A at 501 North Morton.

Board President Swafford presented a farewell gift to Utilities Director Phillips. Board members advised Mr. Phillips that it had been very rewarding working with him. Mr. Phillips stated that he had enjoyed working with the Board and felt that the Utilities Department had an excellent staff.

PETITIONS AND COMMUNICATIONS:

No petitions and communications were presented.

ADJOURNMENT:

The meeting was adjourned at 6:29 p.m.

L. Thomas Swafford, President